

Sample Letter A: No prior civil service status, but meets criteria of GC section 18992

<DATE>

<NAME>

<ADDRESS>

Dear <MR./MRS.>,

This letter outlines the options available to you at the termination of your exempt appointment. Because you have not had a prior permanent civil service appointment, you do not have a mandatory right of return to civil service. However, you do have eligibility to take promotional examinations under the provisions of Government Code (GC) section 18992 as outlined below.

GC section 18992 allows persons holding an exempt position (excluding those positions whose salaries are set in statute) for two or more consecutive years to take promotional examinations for any class, including career executive assignment (CEA) examinations, in which they meet the minimum qualifications. Since you have more than two consecutive years of exempt service, you may request to take a promotional examination at any department. Once you pass the examination and are placed on the list, your name will remain on the list until you are appointed from that list or the list expires.

If you have any questions concerning the information provided in this letter, you may contact <PERSONNEL OFFICER or CHIEF OF ADMINISTRATION>, at <PHONE NUMBER>.

Sincerely,

<EXECUTIVE OFFICER or DEPARTMENT DIRECTOR>